

23 June 1976

MEMORANDUM FOR: Chief, DDI Management Staff

SUBJECT : Fighting Inflation and Reducing
Daily Operating Costs

REFERENCE : Your memo dtd 18 June 1976, same
subject

FY 1976 Savings

- ° Developing compression programs to save on costs of storing computer programs and machine readable data. To save on personnel costs, OER has established new kinds of information storage in information retrieval systems which are operated by people with virtually no programming experience. OER has realized a savings of about \$100,000 with the above measures.
- ° Converting office space to Special Purpose Vaults. Savings to date on replacing filing equipment with more efficient equipment comes to about \$40,000.
- ° Changing to more cost effective pricing plan on IBM copiers which has resulted in a savings to date of about \$4,000.
- ° The consolidation of research branches from 21 to 19 and the relocation of the Registry with the Administrative Staff has resulted in savings in administrative and equipment costs. These savings are difficult to quantify.
- ° Throughout the year, OER discretely used Independent Contractors and closely monitored our non-government contracts to realize a savings of \$14,000.

58,100

Future Savings

OER will continue to focus on controlling operating costs by:

- Careful study and review of all requests for expenditures by Divisions and Staffs with final approving authority controlled by Chief, Administrative Staff and the Deputy Director.

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Future Savings (continued)

- ° Conservation and more effective use of resources. We will focus on reducing reporting requirements, copying requirements, and costs. More effective use of paper and exercising more economical purchasing of calculators and office equipment.

One Time Savings

During FY 1976 OER has realized a one-time savings of about \$15,000 in its records management area.



Deputy Chief,
Administrative Staff, OER

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